Expression of Interest

Access to Allied Psychological Services (ATAPS program)
Gippsland Primary Health Network

1. Introduction

Gippsland Primary Health Network (PHN) is one of 31 Primary Health Networks established around Australia to co-ordinate primary health care delivery throughout their local areas, meet local health care needs and fill service delivery gaps. Gippsland’s population is growing and changing. Health professionals are facing the constant challenge of providing quality health care and services to their many clients. Gippsland PHN is strengthening primary health care systems, improving their integration and coordination. It is focussing on health promotion and disease prevention to achieve outcomes.

Gippsland PHN is governed by a skills based Board of nine directors with five elected by Gippsland PHN members and four appointed by the Board. Gippsland PHN has over 200 members across the region from organisations delivering primary health care services, organisations representing primary health care providers and primary health care clinicians.

2. Background/context

Gippsland PHN administers a range of mental health programs including Partners in Recovery (PIR), Access to Allied Psychological Services (ATAPS), Mental Health Nurse Incentive Program (MHNIP), as well as services via Rural Access to Primary Health Services (RAPHS). Central to the effectiveness and efficiency of mental health services is the capacity for those services to be coordinated, integrated and easily accessed.

Access to Allied Psychological Services (ATAPS) program

Gippsland PHN is seeking submissions for Expression of Interest from suitably qualified individuals or organisations to deliver focused psychological strategies to people experiencing mild to moderate mental illness from the following population groups:

- People less able to pay for a mental health service;
- People who are not able to access Medicare funded mental health services;
- People who are experiencing, or are at risk of homelessness;
- Culturally and Linguistically diverse (CALD) communities;
- Aboriginal and Torres Strait Islander people;
- Perinatal Mental Health;
- Children under the age of 12 years;
- People who have self-harmed or attempted suicide or are at risk of suicide;
- People in rural or remote locations
3. **Equivalent EFT**

Funding will be allocated on the basis of $120,000 salary per 1.0 EFT (or part thereof) per annum. For each 1.0 EFT, a minimum of 780 individual sessions of focused psychological services, or a mix of individual and group sessions. The allocation of $120,000 per 1.0 EFT includes all costs such as:

- Service delivery
- Intake and triage
- Travel
- Oncost associated with staff procurement and employment
- Professional supervision
- Professional development
- Administrative support
- Informal and formal liaison and reporting with Gippsland PHN staff
- Data Collection

Applicants may tender for up to 2.0 EFT ($240,000) which equates to 1560 individual sessions for 9 months service in the financial year to June 30th 2016.

Gippsland PHN preference is for funds to be used to directly employ clinicians.

4. **Principles of Service Delivery and Key Selection Criteria**

This Expression of Interest (EOI) will identify how the interested organisation meets the key selection criteria (Attachment A and Project Brief). This includes:

- Your capacity to employ, manage and provide professional support to mental health clinicians.
- Your experience and commitment to GP engagement and practice that reinforces the central role of the GP.
- A clinician managed intake processes with capacity to assess and prioritise eligible referrals.
- Your ability to demonstrate a commitment to working in collaboration with Gippsland PHN over the term of any agreed contractual period to deliver the services.
- Capacity to meet minimum session targets as per section 3 above.
- Proven capacity to provide psychological services to clients identified as priority groups listed in section 2 of this document.
- A commitment to develop mechanisms that ensure the ongoing sustainability of the service should the DOH reduce funding.
Submission of EOI

Lodgement
- EOI’s must be lodged only by the means set out in Project Brief.

Late EOI
- EOI’s must be lodged by the Closing Time.
- Late EOI will only be accepted at the discretion of Gippsland PHN.

EOI documents

Individuals/Organisations must ensure that:
- their EOI is presented in the required format as set out in Organisation/Individual response; and
- all the information fields are completed and contain the information requested.

Evaluation of EOI

Following the Closing Time, Gippsland PHN will evaluate the EOI received. The EOI will be evaluated against the Evaluation Criteria specified in the EOI document.

Following the initial evaluation process, Gippsland PHN will:
- shortlist one or more individuals/organisations that have expressed interest in providing the services; and
- interview shortlisted individual/organisations.

Successful Individual/Organisation

Successful individual/organisation will be required to enter into a formal contract with Gippsland PHN for an agreed period.

Gippsland PHN rights

Notwithstanding anything else in this EOI, and without limiting its rights at law or otherwise, Gippsland PHN reserves the right, at its absolute discretion at any time, to:
- cease to proceed with, or suspend the EOI Process;
- alter the structure and/or the timing of the EOI;
- vary or extend any time or date specified in this EOI;
- terminate the participation of any individual/organisation in this EOI;
- require additional information or clarification from any individual/organisation expressing an interest in this EOI to provide additional information or clarification;
- call for a new EOI;
- reject any EOI received after the Closing Time; and
- reject any EOI that does not comply with the requirements of this EOI document.
Attachment A: Evaluation Criteria

In evaluating EOI Responses, Gippsland PHN will have regard to:

- each of the specific evaluation criteria identified below; and
- the overall value for money proposition presented in the organisation / individual’s response.

Evaluation criteria

1 Capability

- Demonstrated and established links with General Practice and the broader primary care sector.
- Demonstrated capacity of providing a range of therapeutic interventions to a significant number of clients identified as ATAPS priority population groups. (refer to section 2)
- Details of a similar service (the provision of community based mental health services) undertaken in the last three years that demonstrate your capability and suitability for mental health service delivery.
- Capacity and commitment to applying evidence based interventions to achieve best outcomes.
- Focus on using best practice tools to report outcomes.
- Established systems for demand management and alternative referral pathways to service for ineligible clients.

2 Approach, methodology

- organisation’s planned approach to undertake the work
- proposed work plan

3 Technical

- key contact for operational purposes
- skill set and experience of all staff
- IT infrastructure and clinician capacity for web based data entry

4 Demonstration of performance

- current and recent work performed
- evidenced by client referees
Access to Allied Psychological Services (ATAPS)

Project Brief

Lodgement of EOI:
Mail

Procurement Department
Gippsland PHN
PO Box 253
MOE VIC 3825

Marked “EOI – ATAPS program 2015/2016

Email

tenders@gphn.org.au

marked “EOI – ATAPS program 2015/2016

Lodgement Date

By 5.00pm on 29/08/2015

For more Information contact

Gary Peters
ATAPS Project Officer
Gippsland PHN
Mob: 0437 401 099
gary.peters@gphn.org.au
Project Overview

Gippsland PHN is inviting Tenders for the service delivery component and program coordination of the Access to Allied Psychological Services Program (ATAPS). For the purpose of this document, the term ATAPS is used to describe services as per the Access to Psychological Services Operational Guidelines, January 2012.

This project will deliver services across Gippsland effectively and efficiently. This program assists clients of General Practitioners who otherwise may not access psychological services by providing short term evidence-based psychological therapies.

The suitable organisation/s must have a comprehensive understanding of the mental health and primary care needs of the communities across Gippsland, have established systems and operational strategies to enable the implementation of this program, and must demonstrate sound clinical governance.

All staff engaged to deliver the program services must be credentialed as per the ATAPS Operational Guidelines (2012), and use evidence based interventions in the program.

Output Requirements

The expected outputs of this project are:

- The provision of short term counselling services in accordance with ATAPS Operational Guidelines (2012) across Gippsland;
- Input of all referrals and session details into the Client Information Management System;
- Timely submission of all required reports to GML.

The project outputs will demonstrate that the tenderer has undertaken:

- The delivery of evidence based psychological interventions for people experiencing mild to moderate mental illness;
- The delivery of services to a broad cross-section of individuals and communities across Gippsland;
- Engaged and collaborated effectively with the General Practice sector to enable service delivery;
- Collaborated effectively with the broader primary care services and other sectors (e.g., welfare, education etc.) where relevant;
Objectives and Timelines

The successful tenderer will provide the Gippsland PHN with key publications and reports as defined below, with specific objectives of each report listed.

- An annual plan and budget information submitted to Gippsland PHN by 29th August 2015 that will include, but is not limited to the following information;
  - Planned activities per service;
  - Objectives per service;
  - Strategies for awareness in the community and referral mechanisms;
  - Operational management of services, including demand management;
  - Identification of anticipated issues and plans on how these will be addressed.

- Details of clinical governance minimum requirements in place in your organisation that will include, but is not limited to the following information;
  - Allied health staff credentialing
  - Client consent form
  - Service information brochures
  - Client feedback form
  - Clinical pathway documents for clients
  - Intake triage and referral procedures
  - Clinical Risk Register
  - Clinical Risk Management Procedure
  - Clinical supervision policy and procedure
  - Complaints form
  - Continuing Professional Development Policy/Procedure
  - Statement of client rights and responsibilities
  - Privacy and confidentiality policy
  - Other

- Details of the organisation’s ability to use a Client Information Management System purchased by Gippsland PHN to support information exchange and maintain secure and confidential client records, including Minimum Data Set (MDS) data.
**Expression of Interest Requirements**

Submitters should familiarise themselves with the following documents:


**Methodology**

Include details of how it is intended to undertake this project. As a minimum this detail is to include:

- A description of methodology to be used;
- Project plan including key objectives, activities, timelines and required resources; and
- Identification, assessment and management of risks.
- A Communication Plan detailing including how progress will be reported to the Gippsland PHN Project Officer

**Personnel**

Details should be provided of the intended personnel to be used including their experience and qualifications and contingency plans in the event of unavailability of key personnel.

Gippsland PHN requests immediate notification in the event that the intended personnel are unavailable to undertake or complete the projects.

**Quality Assurance**

A description of any internal system of quality assurance be provided if in place.

**Pricing**

Expressions of Interest should include a fixed price for the delivery of the services and not exceed $240,000 (ex GST).

Please indicate what rates will be used for personnel working on the project, including the provision for travel and accommodation and for ad hoc work that may be required beyond the scope of this Expression of Interest (EOI).
**Expression of Interest Response**

EOI document – PLEASE READ: Important information on the format of your response

- Organisations/Individuals must provide a copy of the EOI Response document;
- All responses must be provided within the specified boxes or attach additional information;
- Where necessary, any graphics or data should be placed at the end of the documents and referred to in the response; and
- Include the name of the individual/organisation in the footer of the EOI document.
Expression of Interest

Access to Allied Psychological Services (ATAPS)  
2015-16

Organisation / Individual Response

“Insert name of Organisation / Individual”
I/we acknowledge that I/we have read this EOI documentation, understand all associated conditions and have fully acquainted myself with all matters relating to the proposed EOI.

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EXECUTIVE SUMMARY
Organisation/individual shall provide a brief summary providing an overview of their EOI.

CAPABILITY
Please provide details of your organisation’s knowledge and experience in your industry, in particular as it applies to the type of work expected under this contract.
METHODOLOGY

Provide details of the methodology you propose to use to undertake the project to meet the requirements of the Project Brief.

Provide details of the proposed planning arrangements, in particular your capability for meeting the deadlines required in the Project Brief.

TECHNICAL SKILLS

Please attach a brief resume for each member of staff that you are proposing for the work, including:

- Name
- Title
- Qualifications
- Area of service to be preformed
DEMONSTRATION OF PERFORMANCE

Briefly detail current or recent work performed by you which is relevant to the requirements detailed in the specification.

REFERENCES

Please attach three (3) referees that Gippsland PHN could contact, who can provide information supporting your submission, including:

- Contact details
- Description of relationship to you

EFT CAPACITY

Provide details of the EFT your organisation can provide, up to a maximum of 2.0EFT. The rationale, exclusions and inclusions may be described in detail.
Any other INFORMATION

Please detail any matters which have not been covered in previous sections and you believe need to be taken into consideration when your offer is evaluated.